

MEMORANDUM

To: DEPARTMENT OF TRANSPORTATION
North Region – Materials Branch

Date: April 21, 2004

From: **DESIGN SENIOR**
Project Engineer

Subject: **INFORMATION REQUIRED FOR STRUCTURAL SECTION DETERMINATION**

Thank you for your submission of the materials request for **(ROUTE-POSTMILE-EA)**. In order to process this request we need to have the following information provided by your branch. . Please use the space provided below each box to fill in the information. Choose the "Save As..." option to save to your computer.

- ☐ Identify the type of project this report is requested for, i.e. CAPM, 3R, new construction, etc.
- ☐ Identify the phase that this project is in, as well as the stage; whether it is a Preliminary Study, PSSR or Project Report. Please provide the PS&E date and Circulation date.
- ☐ Indicate if this project incorporates any other projects in design, if it supercedes any other project, or if it adjoins other projects. Also indicate future plans for improvements (i.e. widening).
- ☐ Provide all necessary T I (traffic index) information for the proposed project.
- ☐ Provide as-built drawings for the subject roadway. We require as much history of the existing structural section as is available, preferably going back to the original construction.
- ☐ Provide preliminary plans and cross-sections, showing the improvements that are planned. Provide an accurate written description of the scope of the proposed project. Include all planned features such as proposed maintenance vehicle turnouts and turnabouts, shoulders to be widened, lanes to be added, widened or lengthened, gutters to be upgraded, added or removed, ramps to be incorporated into or excluded from the project, etc.
- ☐ Provide, in writing, the limits of any areas where the existing elevations must be held, i.e. over-crossings with minimal clearance, or areas subject to flooding. Please provide in writing any other design considerations that would effect grade, alignment and/or constructability. Identify areas that require investigation regarding substructure drainage, as evidenced by pumping.
- ☐ If a culvert study is part of your request to this office, please provide a list of culverts that have been **FIELD REVIEWED** by the design branch. Include postmile, description, and indicate if cleaning is required.

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It may take up to 6 weeks after receipt of this complete package of information to produce the Materials Reports you have requested. If you are interested in attending a field review in conjunction with the Materials Branch representative, or should you have any questions, please do not hesitate to contact Dave Waterman @ 707-445-6355 (ATSS 8-538-6355).

Michael Stapleton
Eureka Materials Engineer